
PARK COUNTY POSITION DESCRIPTION

I. POSITION IDENTIFICATION

Work Unit: Human Resource Office
Supervisor: Human Resource Manager

Current Classification:

Pay Grade: 12

Title: Human Resource Assistant

Non-Exempt
3/4 –time

II. ASSIGNED DUTIES AND TASKS

Position overview:

The position is responsible for providing assistance to the Manager of Human Resources by performing a wide variety of clerical functions and other projects within the Human Resource Department. The HR Assistant will help set up and maintain employee personnel files, perform research, compile data and other routine statistical and narrative reports relating to the departmental work force profiles.

Each duty listed below makes up at least 20% of the duties of this position and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change

A. ADMINISTRATIVE

1. Assist with benefit management and open enrollment
2. Scheduling of interviews, maintaining position application files and record retention
3. Help maintain employee personnel files
4. Assist with the implementation of company policy, procedures, and practices.
5. Help conduct new employee orientations on company policies, procedures, and benefits.
6. Fill-in as necessary for other Administrative Assistants & Accounts Payable staff.

B. AUDIT

1. Audit department attendance records on a routine basis according to Park County Policy and Procedures.
2. Perform periodic audits on personnel files for compliance with Federal and State laws.
3. Periodically audit the hiring process to make sure Park County Policy and Procedures, and Federal and State laws are being adhered to.

C. RESEARCH

1. Will help with performing all benefit, salary, and other personnel research that is necessary to adhere to Park County policy and procedures and Federal and State laws in regards to employment.

D. OTHER DUTIES AS ASSIGNED

Perform other duties as may be assigned from by supervisor

III. KNOWLEDGE

Strong problem solving, analytical skills, and organizational skills are essential. Must be knowledgeable of basic payroll laws. Strong interpersonal and communications skills necessary

to work with various levels of employees and public. Working knowledge of business English, spelling, punctuation and math. Working knowledge of modern office practices and procedures. Working knowledge of EEO, ADA, FMLA, FLSA, HIPAA, and other related HR laws and regulations preferred. Excellent presentation, communication and executive skills; team building and analysis skills preferred. Self-starter; detail oriented.

Education and Experience

High School diploma or GED. The required knowledge, skills, and abilities for this position are typically acquired through a combination of education and experience equivalent to a bachelor's degree in Human Resources, public administration, business administration, or related field plus two to five (2-5) years related work experience. Prior experience in local government or not for profit Human Resources preferred. Post secondary coursework in Recruitment, Selection, Training, or Human Resources preferred.

IV. ACCOUNTABILITY

The HR Assistant works independently within established time schedules for research, maintaining employee filing, and other duties. Ability to perform detailed work with a high degree of accuracy. Ability to multi-task, prioritize projects and meet deadlines and maintain confidentiality in written /verbal information; ability to work independently.

V. CONFIDENTIALLY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable police and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally access information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment.

VI. INDEPENDENCE OF ACTION

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems, such as troubleshooting software and system problems. Will work to develop and recommend new processing procedures in response to identifying process inefficiencies, frequent errors, etc. Work objectives and priorities are defined by the Human Resource Manager

VII. PERSONAL CONTACTS

This position has contacts with other the public, county personnel, elected officials, department heads, and vendors in order to be responsive to questions and inquiries regarding benefits, leave plans, and other Human Resource questions.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, crouch or crawl. The employee is regularly required to sit, use hands to finger, handle, or feel, and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds.

The position requires the following special vision requirements: close vision (clear vision at 20 inches or less), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

The noise level in the work environment is usually moderate.